



Policy: 1105
Procedure: 1105.03
Chapter: Communication
Rule: Administrative Memos

Effective: 02/22/06
Replaces: 1105.03
Dated: 04/06/05

Purpose:

The Director and Leadership may periodically issue Administrative Memos pending the formal implementation and/or formal revision to existing Arizona Department of Juvenile Corrections (ADJC) policy or procedure or as a temporary change to an existing policy and/or procedure. Administrative Memos allow for more immediate dissemination of information or clarification of ambiguous issues and provide a method for continuous improvement of services. All Administrative Memos shall be issued and processed through the Policy and Procedure Unit (PPU).

Rules:

1. In an Administrative Memo, the **AUTHOR** shall reference a specific policy or procedure.
 - a. The **AUTHOR** shall:
 - i. Draft/write the Administrative Memo on Form 1105.03A Administrative Memo Template; and
 - ii. Send a copy of the Administrative Memo to the ADJC Director and the Administrator or designee of the PPU;
 - b. The **PPU** shall ensure the Administrative Memo remains in effect until the specific policy or procedure is formally developed or revised and issued.
2. The **PPU** shall:
 - a. Announce and post the Administrative Memo on the Intranet;
 - b. Hyperlink the Administrative Memo to the existing policy/procedure and vice versa;
 - c. Assign a Policy Analyst to work with the Author/Process Owner to develop or revise existing policy/procedure, if necessary.
3. The **FIRST LINE SUPERVISOR OF A UNIT/AREA** shall keep the Administrative Memos in a three ring binder in the work unit/area and keep the binder updated:
 - a. **SUPERVISORS** shall ensure that all employees under their chain of command are aware of the Administrative Memos when they are issued;
 - b. **ALL EMPLOYEES** shall read, discuss with their supervisors, and initial all Administrative Memos.
4. The **AUTHOR OF THE ADMINISTRATIVE MEMO** shall notify the PPU and send them all necessary information, including identification of the subject matter expert, within five working days of the memo's issuance.
5. The **PPU** shall edit, format, and route the revised policy and/or procedure to reflect the administrative direction contained in the memo/documentation.

Effective Date:	Approved by Process Owner:	Review Date:	Reviewed By:
02/22/06	Louis A. Goodman		